

Paper reference 31761H

Pearson BTEC

**Level 3 Nationals Certificate, Extended
Certificate,**

**Foundation Diploma, Diploma, Extended
Diploma**

INFORMATION TECHNOLOGY

**UNIT 2: CREATING SYSTEMS TO
MANAGE INFORMATION**

(Part A)

Data Book

**THIS DATA BOOK SHOULD NOT BE
RETURNED TO PEARSON.**

V71609A



Pearson

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Figure 1

An extract of the data the company would like to record is shown below.

STAFF REF	SURNAME	GRADE DESCRIPTOR	STAFF DAYS PER WEEK	PERFORMANCE GRADE ID	STAFF START DATE	STAFF LEAVING DATE	POSITION ID	POSITION START DATE	POSITION END DATE	TEL.	POSITION
1	Kayode	Excellent	5	1	12/03/2018		3	13/03/2018		07700 900446	Manager
2	Lestrangle	Excellent	3	1	12/03/2018		2	13/03/2018		07700 900468	Vending Machine Operator
3	Peterson		5		12/03/2018	09/04/2019	1	13/03/2018	08/04/2019	07700 999999	Sales Person
4	Ahmad		5		12/03/2018		4	13/03/2018	16/04/2020	07700 900434	Office Assistant
4	Ahmad	Good	5	2	12/03/2018		5	17/04/2020		07700 900434	Office Manager
5	Frost	Excellent	5	1	12/03/2018		2	13/03/2018		07700 913333	Vending Machine Operator
6	Kibbel	Good	4	2	10/04/2019		1	11/04/2019		07700 900587	Sales Person
7	Guy	Excellent	5	1	18/08/2019		2	19/08/2019		07700 900444	Vending Machine Operator
8	Hartell	Average	2	3	16/04/2020		4	17/04/2020		07700 888888	Office Assistant